

STILLWATER COUNTY Job Description

CLASS TITLE: Administrative Assistant to County Commission

DEPARTMENT: Commission

GRADE: 6

ACCOUNTABLE TO: County Commissioners

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of administrative and secretarial work for the Board of County Commissioners. Work varies somewhat which may require independent judgment within established standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Work is primarily performed in an office setting involving prolong sitting, bending, stooping, climbing, lifting up to 35#s (greater with assistance), and walking;
- Must possess the ability to communicate both orally and in writing, hear and speak clearly with clarity;
- May perform some work outside in the weather of heat, cold, dampness, and uncontrolled circumstances;
- Must possess valid Montana Operator's license;

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs duties of Recording Secretary, attends all assigned meetings, records the meetings and prepares permanent records of these meetings;
- Performs administrative support and secretarial duties which require attention to detail and accuracy;
- May handle confidential matters concerning personnel and other matters;
- Keeps advised of the current status of the County Commissioners, schedules appointments, maintains detailed calendars of activities, and responds to citizen inquiries;
- Assists in administrative procedures by preparing documents, and Resolutions;
- Maintains records, accounts, files, and journals, following established methods and procedures;
- Assists in project research as directed;
- Position requires frequent contact with the public and employees where tact and confidentiality are essential;
- Performs other related duties as may be assigned.

CLASS TITLE: **Administrative Assistant to County Commission (continued)**

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent; PLUS
- Four (4) years of experience in an office setting and computer skills required, and
- Must possess a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Waiting on constituents, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures;
- Prepares correspondence, memoranda, reports, documents, agenda, schedules, and newsletters as directed or requested;
- Receives requests from public for information about all County operations or complaints, and directs inquiries to the appropriate Department or personnel;
- Position requires constant contact with public and/or fellow employees, requiring tact and diplomacy, and maintaining confidentiality of sensitive information;
- Deals tactfully and courteously with the public;
- Serves as public relations specialist for the County Commission;
- May perform duties after normal working hours on occasion;
- Performs all other duties as may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 2-13-2017